



Policy: 1200
Procedure: 1200.01

Effective:
Replaces: Parts of
Policy
1200
Dated: 10/23/02

Chapter: Employee – Juvenile
Relationships
Rule: Employee – Juvenile
Relationships

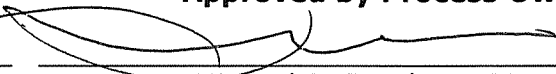

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) employees shall limit their relationships with ADJC juveniles and the family of those juveniles to professional and job-related activities only.

Rules:

1. **EMPLOYEES** shall:
 - a. Maintain fair, firm, consistent, and courteous professional behavior with ADJC juveniles and the family of those juveniles;
 - b. Take corrective action and provide consistent guidance and structure to all juveniles;
 - c. Avoid unprofessional behavior with ADJC juveniles and the family of those juveniles;
 - d. Immediately report all solicitations and/or requests for unauthorized activity or communications to their supervisor; and
 - e. Observe the ADJC Values, Policies, Procedures, and Norms in accordance with Form 1001.04A.
2. **ANY ADJC EMPLOYEE** who has reasonable grounds to believe that a juvenile is or has been a victim of physical injury, abuse, neglect, or sexual abuse, assault, exploitation, molestation, incest, or child prostitution shall:
 - a. Immediately complete an Incident Report on the allegations, marking the child abuse check box, in accordance with Procedure 1160.05 Reporting Suspected Child Abuse;
 - b. Ensure the juvenile's immediate safety;
 - c. Follow all steps as outlined in Procedure 1160.05 Reporting Suspected Child Abuse.
3. **EMPLOYEES** shall limit any gift given to a juvenile to items that are sanctioned by the Multidisciplinary Team (MDT) in accordance with the juvenile's Continuous Case Plan (CCP).
4. **EMPLOYEES** shall not:
 - a. Smoke or use tobacco products in front of any juvenile;
 - b. Accept any gift from an ADJC juvenile or his/her family except for juvenile projects or crafts of nominal value;
 - c. Lend, borrow, or exchange any item of monetary value or enter into any business transaction with ADJC juvenile or his/her family;
 - d. Become involved in any sexual or intimate relationship with any ADJC juvenile; or
 - e. Become involved in any sexual or intimate relationship with any family member of any juvenile who is or has been under ADJC supervision.
 - i. The prohibition in 4.d. and 4.e. remains in effect for two years following the juvenile's 18th birthday.
5. **EMPLOYEES** shall support ADJC juveniles in the use of sanctioned communication activities including:
 - a. Official mail;
 - b. Juvenile grievance procedure;
 - c. Juvenile representative meetings; and
 - d. Juvenile clubs.

6. **EMPLOYEES** shall notify their supervisor and request a review by the appropriate superintendent or administrator when marriage and/or family ties places or will place the employee in conflict with any section of this procedure.

Signature Date <u>1/02/08</u>	Approved by Process Owner  _____ Michael D. Branham, Director
Effective Date <u>1/07/08</u>	Approved by  _____ Michael D. Branham, Director

JANET NAPOLITANO
Governor

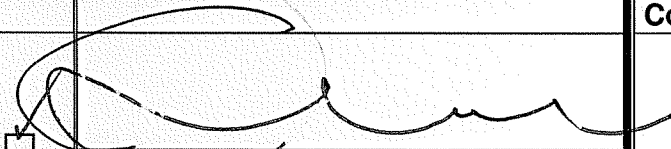
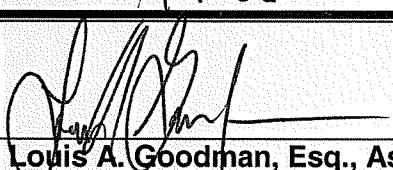
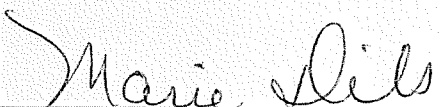


MICHAEL D. BRANHAM
Director

**DIRECTOR'S POLICIES AND PROCEDURES
REVIEW CHECK LIST**

Document ID: 1200 and 1200.01
Marie Dils 1/04/08

	Check all appropriate Items	Comments
<input type="checkbox"/>	New Policy <input checked="" type="checkbox"/> New Procedure	
<input type="checkbox"/>	Updated Policy <input type="checkbox"/> Updated Procedure	
<input type="checkbox"/>	Process Owner approved	
<input type="checkbox"/>	Notification of changes to Staff; NO training of staff recommended	
<input type="checkbox"/>	Notification of changes to Staff; Training of staff recommended	

	Comments
<input type="checkbox"/>  Michael Branham, Director Date: 1/7/08	
<input checked="" type="checkbox"/>  Louis A. Goodman, Esq., Assistant Director Legal Systems Division Date: 1/7/08	
<input checked="" type="checkbox"/>  Marie Dils, Policy Administrator Date: 1.04.08	